

PUBLIC WORKS DATA AND GIS SPECIALIST

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Public Works Data and GIS Specialist performs intermediate professional and administrative work and difficult technical work involved in the organization, maintenance and configuration of the Public Works GIS and data information. The work requires regular contacts within the department, with other departments, outside agencies, the general public and City residents seeking information on specialized matters. The physical demands of the job are light and the working conditions are good. The work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review. The position has meaningful impact on the customers and operations of the Department, as well as the City.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Develops and maintains GIS system for Public Works Engineering.
- Coordinates GIS efforts with Public Works and other City of Rockville departments.
- Utilizes and customizes computer software to analyze, maintain, and update spatial information.
- Locates data sources including maps, charts, aerial photographs, satellite images, or text materials in both electronic and printed form.

- Assists staff in integrating GIS technology into project work and reviews GIS application databases to determine duplication in data storage and collection.
- Provides training sessions, prepares training materials and gives presentations to GIS users.
- Builds and maintains Public Works GIS database and creates geographic layers and objects required by users.
- Advises and provides assistance to engineers and other staff in compiling and utilizing basic geographic data in support of organizational projects.
- Develops specifications for additional GIS and GPS related hardware and software.
- Performs customization to existing GIS applications using simple programming language, editing and other customization tools.
- Prepare, update and distribute GIS maps and new information as it becomes available.
- Prepares and/or reviews complex engineering drawings for sewer, water and storm water management, street and traffic control projects, based upon survey notes, design standards and instruction from Engineers.
- Provides GIS (and other) database development, management, and maintenance.
- Provides general public information services.
- Collects data and performs analyses as needed.
- Keeps current with new GIS and GPS information and technology.
- Represents Rockville in job related organizations when requested by supervisor.
- Attends meetings and conferences as requested or approved.
- Manages and maintains the environmental division's web-page as well as providing general public information services.
- Investigates and resolves complaints by property owners relating to City projects.
- Researches engineering information such as utility depth and location, property ownership, etc.
- Provides general software and database support.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree or higher in engineering, geography, planning, information systems or related field to include a working knowledge of geographic information system (GIS); **OR** an Associates degree in a geography/surveying related field and two (2) years of progressive work experience using GIS. Additional desired knowledge includes ArcGIS, AutoCAD, ArcObjects, Visual Basic for Applications (VBA), and relational database experiences.

Preferred Knowledge, Skills and Abilities:

- Knowledge of GIS principles and practice, with experience in GIS, database, and information technology.
- Knowledge of cartographic principles and experience in preparing presentable and professional maps from GIS data.
- Excellent interpersonal and public relations skills.
- Skill in database design, creation and maintenance.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Ability to train others, including preparing materials and making presentations.
- Ability to work with Public Works utilities, including plan interpretation and GIS data entry and management.
- Ability to maintain a positive attitude with Public Works staff.